

## WHAT IS CLAIMED IS:

1. A document processing method of processing a document file in pages, comprising steps of:

5 (a) displaying a first document file in a display region;

(b) inputting an instruction to insert at least one second document file to the first document file displayed in the display region;

10 (c) presenting, in accordance with the input instruction, candidates for an insertion method of the second document file in inserting the second document file to the first document file; and

(d) inserting the second document file to the first document file on the basis of the insertion  
15 method selected from the presented candidates.

2. The method according to claim 1, wherein

in the step (a), a document structure of the first document file is displayed as a tree,

20 in the step (b), an instruction for an insertion position of the second document file in the document structure of the first document file is input, and

in the step (c), an insertion method for selecting a document structure in inserting the second document file is presented.

25 3. The method according to claim 2, wherein in the step (c), a document structure type candidate corresponding to at least one of the insertion position

and the number of second document files is presented.

4. The method according to claim 2, wherein  
the document structure includes at least a  
chapter in an upper layer and a page in a lower layer,

5 a document structure type includes  
a first type in which chapters are newly  
generated from the insertion position by the number of  
second document files and pages of corresponding files  
are arranged in the generated chapters,

10 a second type in which one chapter is newly  
generated at the insertion position and pages of the  
second document file are arranged in the chapter, and

a third type in which pages of the second  
document file are arranged at the insertion position.

15 5. A program which is executed by a computer,  
comprising steps of:

(a) displaying a first document file in a display  
region;

(b) inputting an instruction to insert at least  
20 one second document file to the first document file  
displayed in the display region;

(c) presenting, in accordance with the input  
instruction, candidates for an insertion method of the  
second document file in inserting the second document  
25 file to the first document file; and

(d) inserting the second document file to the  
first document file on the basis of the insertion

method selected from the presented candidates.

6. A document processing apparatus which processes a document file in pages, comprising:

a memory unit;

5 an input device;

a display device; and

a processor coupled to the memory unit, the input device and the display device,

wherein the processor reads out a first document  
10 file from the memory unit, displays the first document file on the display device, uses the input device to input an instruction to insert at least one second document file to the first document file displayed on the display unit, displays, on the display unit in  
15 accordance with the input instruction, candidates for an insertion method of the second document file in inserting the second document file to the first document file, and inserts the second document file to the first document file on the basis of the insertion  
20 method selected from the displayed candidates.